

AzEIP Service Coordinator (SC) Responsibilities for Transition

Conduct IFSP Transition Planning Meeting at IFSP meeting closest to (but not before) child's 2nd birthday

- discuss required PEA Notification/Referral and Opt-out policy
- discuss Transition Conference (and parent choice not to have one)
- ask who parent would like to invite to conference
- if family does not want a conference, SC must still send PEA Notification/Referral form to school by 2.9, unless parent opts out
- Explain to family early childhood options when child turns three; help families identify what they'd like for their child and their needs
- document meeting on IFSP Transition page
- if meeting close to child's age of 2.6, SC, district, and family may combine meeting with Transition Conference
- develop an IFSP outcome on transition for the family if appropriate

Schedule, Coordinate, and Facilitate the Transition Conference

- Schedule Transition Conference that must occur between child's age of 2.6 - 2.9¹
 - If child determined eligible > 2.6, schedule ASAP to occur before 2.9. Discuss combining initial IFSP Transition Planning meeting and Transition Conference
 - If child determined eligible > 2.9, Transition Conference is not required, but SC must help family with transition and send PEA Notification/Referral form to school (unless parent opts out)
- Complete and send the Invitation to Participate in a Transition Conference to early childhood programs identified by family. May also send Transition Conference Agenda
- Ensure developmental and medical history and the IFSP Summary of Present Levels of Development page is updated prior to Transition Conference
- With parental consent, share early intervention records with programs. Timing depends on preference of family (if family knows program they are interested in, info may be sent before Transition Conference; if not, send afterwards)
- Obtain parent consent On Consent to Share Early Intervention Information to discuss child at Transition Conference before meeting starts
- Facilitate the Transition Conference; may use conference agenda to guide discussion
- Discuss with family who they would like to attend the MET and/or IEP with them
- Complete AZ Transition Conference Summary form during conference and provide copies to all participants as soon as possible

Send PEA Notification/Referral form, unless family opts out

- SC must send PEA Notification/Referral form for all children before child turns 2.10 ½ **UNLESS** parent opts out in writing before then, by signing Opt-Out form in the IFSP.

¹ This is a compliance indicator that must be at 100% unless for family reason it cannot be done.
AzEIP SC Trans Resp
8-10

Other responsibilities

- Attend the Preschool Eligibility Conference/MET and IEP Conference when parent requests
 - Provide information to assist with determination of eligibility (e.g., assessment info) and for ESY services
 - Provide information to assist team in development of IEP for eligible children
- If child not eligible for special education services, assist parents in identifying support through community agencies and resources